ROYAL NORWEGIAN EMBASSY

Dar es Salaam

CHECKLIST: BUSINESS TRIP, STUDY, CULTURAL/SPORTS EVENTS/CONFERENCE

- Please bring original documents (for VFS check) and submit copies.
- All supporting documents must be translated into English (and certified by Notary office) or into Norwegian.
- All documents must be in one-side-A4 paper. Do not use staples.
- Supporting documents must be submitted together with the application, in person.
- Supporting documents sent to the Embassy without reference to a registered application will not be considered.
- If for any reason you are not able to present a relevant document, please submit a short statement explaining why.

Purpose of travel:

DOCUMENTS REQUIRED	Submitted	Not submitted
Cover letter from the Application Portal - will be electronically sent via e-mail after an application has been registered online. Must be printed out and signed.		
One (1) color passport sized photo with white background – not older than 3 months. Edited photos are not accepted. Paste your photo (do not staple) on the Cover letter.		
Passport - must be valid for at least 3 months after planned departure from the Schengen area, and have at least 2 unused pages. **Travel document for Refugees** - please note that this is not valid for travelling in all Schengen countries.		
Photocopy of passport - personal page and all used pages (with all previous visas, permits and stamps. Also previous Schengen visas in old passport).		
Diplomatic and Service passport holders - submit an original Note Verbal from the Ministry of Foreign Affairs.		
Non-Tanzanian applicants: - **Valid temporary/permanent residence permit in the country you reside**. Please note- the permit must be valid for at least 3 months after the planned return from Schengen. - **ID card -** certified true copy - **Refugees -** certified true copy of valid refugee status letter.		
Preliminary booking of roundtrip airline ticket - with name, dates and flight numbers specifying entry/exit from Schengen area and entry/exit from Norway. The ticket should be bought only after the visa has been granted.		

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Please note: visas are issued based on flight details provided. If the visa has been issued, and you need to change the dates of travel, you have to apply for a new visa.		
Travel insurance – a one-page document with name and policy number, stating that the applicant is covered by a Schengen Travel Medical Insurance equivalent of Euro 30.000 for all medical expenses, including repatriation dead or alive, occurring in any Schengen country. Must cover the whole trip.		
Occupation: submit originals (will not be returned to applicant) - **If employed** - original letter of employment stating position, length of service, salary, purpose and duration of approved absence. - **If self-employed -** original signed letter on company letterhead declaring that you are self-employed, description of company/business, and company registration documents and TRA pin. - **If a student -** original signed letter from the college/university confirming attendance and duration of study/degree.		
Sports-or cultural event/conference: - **Registration certificate/documentation** - registration from the relevant Tanzanian sports federation/cultural organization (when applicable) - **Confirmation of intended participation –** from the relevant Tanzanian sports federation/cultural organization (when applicable) - **Confirmation of registration and intended participation** – for the sport/cultural event/conference from the organizers in Norway.		
Proof of sufficient funds: **Invitation letter from company in Norway/university in Norway/the organizer of the event in Norway -** stating the purpose of the trip, accommodation and financial responsibility for the applicant, if any. **Original certified/stamped bank statements** - the last 3 months, document minimum amount per day of NOK 500,- (if the inviting party is not guaranteeing for the travel expenses).		
Hotel booking - if inviting party will not be providing accommodation.		

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"Verification of Bank Statements Form"- sign the consent form (can be found on the Embassy website).		
FOR MINORS (UNDER 18 YEARS): **Birth Certificate for the child + 1 copy**		
Certified true copy of both parent's passports and ID cards.		
Written consent letter from both parents/guardians - if the child is travelling alone. Must include both parent's contact details (phone and email). If the child is travelling with one of the parents, the other parent must write the consent letter.		
Relevant court decision + 1 copy – if only one parent has guardianship of the child, or someone else is the legal guardian.		
Death certificate + 1 copy – if one or both parent are deceased.		
A letter from School - confirming attendance, grade, personal information, contact details, and confirmed leave.		
If the child travels with a group - submit a complete list of names of all group members, and name/contact details of the person in charge of the group.		

I hereby confirm that I personally have submitted this application for a visa and that all information stated in the application and the supporting documents are true. I am aware that providing incorrect information or falsified documents deliberately are punishable acts by Norwegian law and will lead to refusal.

I am informed about the 15 days processing time, starting from the date the Embassy receives my application. I am also informed about the extra 2-3 days courier time.

I confirm that I understand that any missing document may lead to an extended processing time of the application or a refusal. The VFS officer receiving my application has pointed out to me the documents that should have been submitted (if any).

Place/Date: **Applicant signature:**

VFS officer signature: